



REPORT ON CONTRACTOR'S PERFORMANCE

State Form 19896 (R7 / 1-07) / CR-2
DEPARTMENT OF TRANSPORTATION

Name of contractor		Contract number	
District		Contract amount	
Project location / description			
Name of contractor person in charge at site		Work performed	
This contractor is: <input type="checkbox"/> Prime contractor <input type="checkbox"/> Sub-contractor		This report is: <input type="checkbox"/> Interim <input type="checkbox"/> Year-end <input type="checkbox"/> Final	
Date report completed (month, day, year)			

GRADING SCALE

Unless a different point system is shown for a question, use only the following scale to grade performance of the contractor on each question.
Do not use any numbers not shown.

- | | |
|----|--|
| +2 | For outstanding performance throughout the project that strongly contributed to the success of the project |
| +1 | For performance above expectations throughout the project |
| 0 | For adequate performance meeting expectations |
| -1 | For periodic inadequate performance, causing occasional problems that adversely affected the project |
| -3 | For consistently inadequate performance, causing constant problems adversely impacting the project |
| NA | If there were insufficient opportunities to observe contractor performance in this area |

SECTION A - ORGANIZATION EQUIPMENT AND PERSONNEL	POINTS
1. Contractor management personnel were knowledgeable and available with full authority to execute contract documents and implement the directions of the engineer.	
2. The project was staffed and managed with competent (non-supervisory) employees.	
3. Contractor management personnel effectively anticipated upcoming issues and effectively scheduled and organized construction operations, including subcontractors.	
4. The superintendent or foremen on the jobsite had the required knowledge and training to comply with the plans, special provisions, and specifications on the project.	
5. The contractor complied with applicable wage rates and employment regulations and timely submitted accurate certified payrolls.	
6. The contractor complied with EEO and DBE requirements and procedures.	
7. The contractor ensured that subcontractors were knowledgeable and capable to perform the subcontracted work.	
8. The contractor provided safe, adequate, and well-maintained equipment to perform the required work.	
SECTION A - TOTAL POINTS	0

SECTION B - PROSECUTION OF WORK	POINTS
1. The contractor furnished the required documentation and reports in a timely manner (i.e. certification of materials, delivery tickets, invoices, progress schedules, shop drawings, material sampling, early notice of time extension, potential claims, etc.)	
2. The contractor informed the PE / PS in advance of the daily schedule.	
3. The contractor submitted, followed, and kept the work schedule up-to-date and met intermediate and final completion dates.	
4. The contractor complied with the phasing requirements.	
5. The contractor complied with the direction of INDOT personnel.	
6. The project site was maintained in a safe condition and the work conducted in a safe manner.	
7. Traffic control was maintained as specified in the traffic plan for the safety of the public and project.	
8. The contractor followed contract requirements for maintaining erosion control, disposal of materials, borrow sites, and other environmental matters.	
SECTION B - TOTAL POINTS	0

SECTION C - GENERAL RELATIONSHIPS / COOPERATION	POINTS
1. The contractor's supervisory personnel demonstrated a positive attitude toward the PE / PS and department regulations, including the INDOT chain of command.	
2. The contractor properly notified and coordinated work with utility companies for the protection of existing utilities.	
3. The contractor planned, scheduled, and coordinated the work with subcontractors.	
4. The contractor coordinated with other contractors performing work on adjacent projects.	
5. Contract issues and disputes were settled at the appropriate level.	
6. The contractor responded to contract issues and disputes in a timely manner.	
7. The contractor showed consideration to the traveling public.	
8. The contractor communicated and cooperated with the adjacent property owners and local agencies.	
SECTION C - TOTAL POINTS	0

